

Kids Club - Waitakere

Our Philosophy

We believe in providing a service where children are cared for in a safe environment, are respected and valued as individuals.

We believe that children need a strong sense of self worth.

Director : Shirley Wensor
After Hours: 810 8335
Mobile : 027 655 6398

Kids Club Mobile: 027 604 0907
Office Phone: 810 9607

Member of NZOSCAR and OSCN



Welcome to the Kids Club - Waitakere

Mission Statement

The aim of the programme is to provide quality care and recreation for children. To provide a child centred programme, in a secure environment allowing each child to play and learn with confidence. We believe that children learn best when they are free to play at their chosen activities, socialising with peers of their choice. Our aim is to provide a service for parents and caregivers that will give peace of mind. We pledge to listen to our parents concerns and ideas and where possible act upon them.

Director

As Director of Kids Club – Waitakere I would like to introduce myself. My name is Shirley Wensor and I have been working at Tirimoana School for 21 years. I am married with a grown up family of four sons & daughter-in-laws, seven grandsons and 3 granddaughters. As Executive Officer at Tirimoana School I have, over the years, been associated with the running of the programme at that school. I started Kids Club-Waitakere in October 2002.

Staff

Staff are chosen for their experience and ability to relate well to the children. There will always be staff on duty who hold current first aid certificates.

Ratios

We have a staff ratio of approximately 1 adult - 10 children.

Where are we ?

Kids Club-Waitakere is located in their Clubrooms at Waitakere Primary School.

Kids Club-Waitakere hours

Before School Care 7.00 am - 8.30 am

After School Care 3.00 pm - 5.30 pm

Bookings and Enrolments

You will need to meet the Supervisor to discuss your child's requirements and complete an enrolment form before your child can attend the programme.

Bookings are required for all children attending the programme.

There are two types of bookings > Permanent and Casual.

Permanent: When children are booked in for set days each week.

Permanent Fees: Payment for children who attend on a regular basis will be invoiced weekly. Payment is due weekly on receipt of the invoice.

Due to limited numbers you will be charged if your child is absent to hold the booking.

If we are not notified of absence there will be a no notification charge of \$5.00.

Casual : When children are booked in for occasional days only.

Casual Fees : Payment for children who attend on a casual basis is due when they are collected. The fee for attending on a casual basis is charged at the full session rate. There is no minimum rate.

A penalty fee will be charged if children are not collected by 5.30pm - \$5.00 charge 5.45pm - \$10.00 charge 6.00pm.

Failure to keep payments up to date will result in your child being excluded from the programme.



Fees

Kids Club - Waitakere

<p><u>After School Care</u></p> <p>1 child 2 children 3 children or more</p> <p><u>Late Pickup Charges:</u> 5.45pm \$ 5.00 6.00pm \$10.00 per child extra <u>No notification Charge:</u> \$5.00</p>	<p><u>Cost per day</u></p> <p>3.00pm-5.30pm Full session \$ 16.00 \$ 27.00 \$ 39.00</p> <p>3.00pm – 4.15pm Minimum \$10.00 After 4.15pm the full session fee is charged. Note: For casuals only: The daily casual fee is \$16.00 no minimum fee for casual</p>
<p><u>Before School Care</u></p> <p>Cost is per child</p>	<p><u>Cost per day</u></p> <p>7.00am-8.30am Full session \$ 10.00</p> <p>7.30am-8.30am 1 hour \$ 7.50</p> <p>8.00am-8.30am ½ hour \$4.00</p>

Payments

Cheques made to Kids Club – Waitakere and all payments are due on receipt of an invoice. **Fees are to be paid weekly** unless arranged with the Director.

Online payments : Bank Details - 06 0185 0087391 00

Please make sure you put the Invoice number as reference as well as your child's name.

The days you have your child booked in you will be charged for regardless if your child attends or not. This is to hold the booking as numbers are limited.

For the safety of your child the Supervisor, Director or the school office needs to be informed if your child will not be attending on any pre-arranged days. Failure to do this incurs a no notification charge.

Subsidy

Some families may qualify for an OSCAR subsidy. Please discuss this with the Supervisor or Director.

Meals

Breakfast and afternoon tea is provided for children who attend Kids Club at no extra cost.

Timetable

Mornings - Breakfast and relaxing inside play

Afternoons -

3.00 pm attendance check and snack time

3.20 pm free play inside or outside

3.45 pm group games/crafts etc

4.30 pm homework time, crafts, board games, reading etc

5.15 pm clean up time

5.30pm programme closes

Activities

We have equipment and activities for the sole use of the children in the programme.

The programme covers a wide variety and staff change daily the use of equipment and activities.

Examples of some of the equipment the child have use of but due to space we are restricted but run a planned and very organised programme with lots of variety.

- * Wooden Blocks
- * Garage and cars
- * Lego, kinex, mobilio
- * Dolls House
- * TV and Videos
- * Barbie Dolls
- * Army soldiers

- * Cars, garage and roadways
- * Books, Card games
- * Jigsaw puzzles/board games
- * Art & Crafts
- * Music
- * Balls/Hula Hoops/Skipping Ropes
- * Basketball hoops
- * Organised sports
- * Homework Time

Things you need to know: 😊

You are required to telephone the Supervisor (Kids Club phone number 027 604 0907), the Director (027 655 6398) **before 6.45am or before 2.00pm** if your child is attending casually or NOT attending for the day.

Parents or caregivers are required to record the time of drop off or collection and sign in or out daily in the appropriate sign in/out book.

All children must be dropped off or collected by a parent or person named on the enrolment form and must say goodbye to Staff. This ensures that staff are aware that the child has been dropped off or taken home. This helps to encourage manners in young children.

Children must follow the guidelines of appropriate behaviour set by Kids Club-Waitakere staff at all times.

Inappropriate behaviour could result in the child being excluded from the programme, for a set time or permanently.

The service is open to all children of working parents or caregivers. The programme is for students up to and including Year 8 only.

Children are responsible for their own bags and belongings and parents or caregivers are asked to ensure children take them home daily.

It is not advisable for your child to bring toys or food to the programme and no responsibility will be taken for loss or damage.

While this is a fun place for the children to be, please keep in mind the children have been waiting for the adults after a long day at school.

Contact : ☎

Daily communication to Kids Club mobile 027 604 0907
Shirley 027 655 6398 (after hours 810 8335) or the
School Office phone 810 9607

